

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SUPERVISOR V –
Warrants

SALARY GROUP: B21

DEPARTMENT: Parole Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Stuart Jenkins DATE: 02/12/2016

POSITION #: 051245

I. JOB SUMMARY

Performs highly complex administrative and supervisory program work. Work involves establishing program goals and objectives; developing program guidelines, policies, procedures, rules, and regulations; developing schedules, priorities, and standards for achieving program goals; evaluating program activities; developing and evaluating budget requests; coordinating program activities; and planning, assigning, and supervising the work of others. Works under limited supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Plans, implements, coordinates, monitors, and evaluates activities of the Warrants Section; establishes program goals and objectives; develops and implements program guidelines, policies, procedures, rules, and regulations; and ensures compliance with laws, regulations, policies, and procedures.
- B. Develops and implements effective techniques for evaluating program operations and services; oversees special investigations, program analyses, and research studies; and recommends changes to produce a more effective program.
- C. Prepares and evaluates program budget requests and monitors expenditures; and oversees the preparation of program management and productivity reports and specialized research projects.
- D. Provides liaison to other departments of the agency, local, state, and federal agencies, and the public; provides technical assistance on program services; and provides guidance to program staff in resolving operational problems and improving program effectiveness.
- E. Performs criminal information searches and retrieval using Texas Department of Public Safety criminal history system access.
- F. Plans, assigns, and supervises the work of others.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Criminal Justice, Counseling, Social Work, Psychology, Sociology, Education, or a related field preferred. Each year of experience as described below in excess of the required eight years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Eight years full-time, wage-earning parole process, parole officer, case processing, case management, probation officer, community supervision, or parole administration experience to include four years experience in the supervision of employees.

Must have or be able to obtain a certificate of course completion for the Texas Law Enforcement Telecommunications System (TLETS) policy and procedures training from the Texas Department of Public Safety within six months of employment date.

Must meet and maintain TLETS access eligibility for continued employment in position.
For details see: <http://www.tdcj.texas.gov/divisions/hr/hr-home/tletseligibility.html>

B. Knowledge and Skills

1. Knowledge of the principles and practices of public administration and management.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill in administrative problem-solving techniques.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in the use of computers and related equipment in a stand-alone or local area network environment.

C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.